



The Carlsbad Parks & Recreation Department currently has an opening for a

## **RECREATION AIDE– FACILITY ATTENDANT Calavera Hills Community Center**

(Part-Time - \$8.25 per hour)

### **Definition**

Under general supervision, performs program assistance/customer service at an assigned park or recreation center. Has primary responsibility for community centers during the mornings, evening and weekend hours. Recreation aide is a part-time position\*.

### **Distinguishing Characteristics**

This is the entry level in the class series. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **Examples of Duties**

Performs facility set-ups and tear-downs; issues recreation and athletic equipment and makes sure equipment is return in good condition; oversees activities in the gymnasium; performs basic custodial duties as needed; administers simple first-aid as needed; provides staff support for special events; serves as public relations person for the department; responsible for proper opening and closing of buildings, including locks, alarms, etc.; see that buildings and grounds are clean and well maintained; perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Knowledge of basic philosophy of parks and recreation; principles and procedures of daily operations; basic first aid methods and techniques; safety precautions and procedures; rules and equipment pertaining to various sports programs.

#### **Ability to:**

Learn procedures/daily operations; work under limited supervision; maintain accurate records; plan and organize work to meet schedules and deadlines; understand and follow oral and written instructions; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; ability to evaluate emergency situations and act decisively and effectively to resolve them; communicate clearly and concisely, both orally and in writing. Must be able to lift a minimum of 50lbs.

#### **Experience/Education:**

Education – Must have high school diploma or G.E.D. equivalent. Some college work preferred.

#### **License or Certificate:**

Possession of, or ability to obtain, a valid Class C California Driver's License.

Possession of, or ability to obtain, CPR and first aid certification.

**Special Requirements:**

Must have had experience working with the public.

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, and lift 50 lbs. +; exposure to outdoors; ability to travel to different sites and locations.

**Special Conditions:**

Must be available to work flexible schedule, as well as mornings, nights, weekends, and holidays; must provide own transportation; must meet state of California tuberculosis test requirements; must have valid California State Drivers License and be over 17 years of age.

**Required Apparel**

Person hired must wear standard apparel as prescribed by the Parks & Recreation Department

**\*Part-time employee cannot exceed 1,000 total hours worked in one fiscal year.**

**APPLICATION PROCEDURE** – APPLY ONLINE AT [www.carlsbadca.gov/hr](http://www.carlsbadca.gov/hr) OR AT CALAVERA HILLS COMMUNITY CENTER, 2997 GLASGOW DRIVE, CARLSBAD, **DEADLINE: OPEN UNTIL FILLED.** CANDIDATES MOST QUALIFIED WILL BE GRANTED AN INTERVIEW. FOR MORE INFORMATION: CONTACT JESSE ALMADA, (760) 602-4684.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

***“WE CREATE COMMUNITY THROUGH PEOPLE, PARKS AND PROGRAMS”***